

27 November 1984

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Organizational Developments Required to
Implement the Historical Review Program

1. PERSONNEL: At the present time CRD has a total of [] positions, [] of those are review and management personnel. [] of those positions are vacant, [] will be vacated in January 1985 and [] in September 1985 due to retirements. This makes a total of [] reviewer positions (GS-13) to fill over the near term.

a. OIS has been given [] positions for the Historical Review Program. This will include [] reviewer positions (GS-13) and [] for Intelligence Assistants (GS-7, GS-9, and GS-11 being requested).

b. To fill these positions, OIS will circulate vacancy notices for the reviewer and IA positions. In addition, memos will be sent to the DI and the DO requesting agreement on creating [] rotational positions each for the DI and the DO. Since we will be reviewing records from these two directorates, primarily it is in their best interests, as well as ours, to have good, experienced, dependable, and trusted officers in this program. Finally, as word gets around that positions are available, persons will seek us out and propose themselves; this is already happening to a limited degree.

2. SPACE: A memo must be sent to OT&E for return of the approximately 1,404 square feet in Room 336 of Ames Building. That room was only loaned to OT&E and they were made aware from the beginning that we would eventually require it be returned. That room, which could accommodate [] people, should be sufficient for CRD's immediate needs or until such time as we might become heavily involved in other review work leading to centralized review. For example, CRD could take on review and coordination of all mandatory review requests under E.O. 12356 using our current personnel (about 240 requests a year). If we are then given referrals from other agencies to review and coordinate (900-1000 per year), CRD would need [] additional reviewers.

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3. EQUIPMENT: CRD will use Delta Data terminals and the VM/NOMAD system to record information pertinent to classification/declassification questions in the RIMS data base. This data is primarily recorded to assist people in making classification decisions and therefore will be used daily by all CRD reviewers. CRD already has two Model 8260T Delta Data terminals and one printer. We will need an additional nine Delta Data terminals and two printers. In WANG equipment, which has been on order for some time, will be used for word processing. CRD will get three WANG terminals, one printer, and furniture styled for use with computer equipment to furnish two work stations. These will be for the CRD secretary and the data transcriber. This equipment will cost \$52,000 and CRD has \$50,000 in the current budget.